WRS Action Code Descriptions and Reporting Requirements

	Action Code	Description
Termination / Leave of Absence / Employment Category Change	01	Used for resignation or retirement terminations.
	03	Used when an employee is enrolled in WRS, but is not eligible (i.e. employee works fewer than 30 calendar days, is an employee or rehired annuitant enrolled in error). Reimburse the employee for any WRS contributions taken as a payroll deduction. Refer to Chapter 3.
	04	Used when an employee is terminated due to a non work-related illness or injury. Must be used to terminate an employee–for Chapter 40 purposes–when notified by ETF that the employee is approved for a WRS disability annuity.
	05	Used when an employee is dismissed or discharged.
	06	Used when the termination is due to an employee's death. The date of death on the death certificate must be used for the action date, not the last day worked.
	07	Used to report the termination for a local elected official who is waiving part-time elected service for WRS purposes only. Refer to Chapter 15.
	08	Used when an employee is terminated due to a work-related illness or injury. Must be used to terminate an employee–for WRS purposes only–when notified by ETF that the employee is approved for a WRS disability annuity.
	10	Used when an employee is changing employment category due to a change in job duties. This action code will terminate the old category and create the new category. Hours and earnings associated with the old category are reported with the transaction. The new category must be listed in the new employment category code column. The action date is the effective date of the category change. Hours and earnings associated with the new category should be reported on the Annual Report or as a termination if employee resigns or retirees. **NOTE: Action Code 10 is not to be used to correct an employment category mistake made on the _WRS Enrollment_ (ET-2316). Use the _Employee Identification Correction Change_ (ET-2810).**
	54	Used when an employee is on a leave of absence due to a non work-related illness or injury. Action date must be left blank and last earnings date listed. Once this code is reported, nothing more is reported until the employee returns to active employment or is terminated. Refer to Chapter 18.
	58	Used when an employee is on a leave of absence due to a work-related illness or injury. Action date must be left blank and last earnings date listed. Once this code is reported, nothing more is reported until the employee returns to active employment or is terminated. Refer to Chapter 18.
Annual Reporting	00	Used to report annual hours, earnings, and/or employee paid contributions (if applicable) for employees not terminated or not on leave of absence. The Action Date must be 12/31 of the year being reported (12/31/CCYY).
	40	Used to report employees on an informal leave of absence with no annual earnings. The Action Date must be left blank and Last Earnings Date listed. No hours and earnings are reported with this action code.
	50	Used to report employees on a military leave of absence at year-end. The Action Date must be left blank and Last Earnings Date listed. Any hours and earnings for the year must be indicated.
	51	Used to report employees on an unpaid leave of absence at year-end. The Action Date must be left blank and Last Earnings Date listed. Any hours and earnings for the year must be indicated.
	53	Used to report employees on layoff at year-end. The Action Date must be left blank and Last Earnings Date listed. Any hours and earnings for the year must be indicated.
	80	Used to correct or adjust an incorrect action code 00 transaction on the annual report. Report **only** the amount of hours, earnings, and/or employee-paid contributions to be added or subtracted (only report the **difference** between what should have been reported and what was previously reported).

Corrections - Prior Year	**22**	Used to report hours, earnings and/or employee paid contributions that result from a grievance or from an employee being reinstated to a position due to appeal. Include a copy of the award settlement with the transaction report. Refer to Chapter 13 for details.
	23	Used to report retroactive earnings resulting from a contract settlement.
	24	Used to correct previously reported hours **only**.
	25	Used to report hours, earnings, and/or employee paid contributions for military service under USERRA. Refer to Chapter 22 for additional information.
	27	Used to subtract the amount of earnings and corresponding hours and/or employee paid contributions – if applicable. This code is also used to report subtractions to employee paid contributions.
	28	Used in conjunction with a prior year employment category change. The transaction(s) will transfer prior year service and earnings from the incorrect employment category to the correct employment category.
	29	Used to add the amount of earnings and corresponding hours and/or employee paid contributions – if applicable. This code is also used to report additions to employee paid contributions.
Corrections - Current Year	**81**	Used to correct previously submitted 01 termination.
	83	Used to correct previously submitted 03 termination.
	84	Used to correct previously submitted 04 termination.
	85	Used to correct previously submitted 05 termination.
	86	Used to correct previously submitted 06 termination.
	87	Used to correct previously submitted 07 termination.
	88	Used to correct previously submitted 08 termination.
	89	Used to correct previously submitted 54 and 58 transactions.